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28 January 1964

MEMORANDUM FOR: Chief, Geographic Research, ORR

SUBJECT: Report of the ADP Committee of GRA

1. The first meeting of the ADP Committee of the Geographic Research Area was held on 27 January 1964. Initial discussion centered on the function and operation of the Committee. It was decided that the first task would be the education of the members. The Chairman recommended the ADP orientation course offered by the Civil Service Commission. In the interim, it was agreed to do the following:

25X1A9a a. [REDACTED] would give a general briefing to

25X1A9a

25X1A9a b. [REDACTED] would tour the Machine Division;

25X1A9a c. [REDACTED] would tour the
Computer Center;

d. All Committee members would be briefed by the
Office of Computer Services.

2. The role of ADP in each of the GRA divisions would necessarily vary with the duties of each unit. The library functions of D/GL require an all-inclusive systems approach to its acquisition, indexing, storage, and retrieval problems. D/GC, on the other hand, needs non-related applications in its three functional areas -- records, compilation, and drafting. The research duties of D/GG currently show little promise of any broad ADP application. However, it was agreed that D/GG and the entire Area would benefit from better listings of D/GL holdings and D/GC production. Here the Committee can operate well by securing the adoption of a country, area, and subject code that would be uniform and compatible.

3. Reports of the Committee will be made in memorandum form to the Chief, Geographic Research Area.

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Chairman, ADP Committee
Geographic Research Area

cc: GRA Division Chiefs

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